

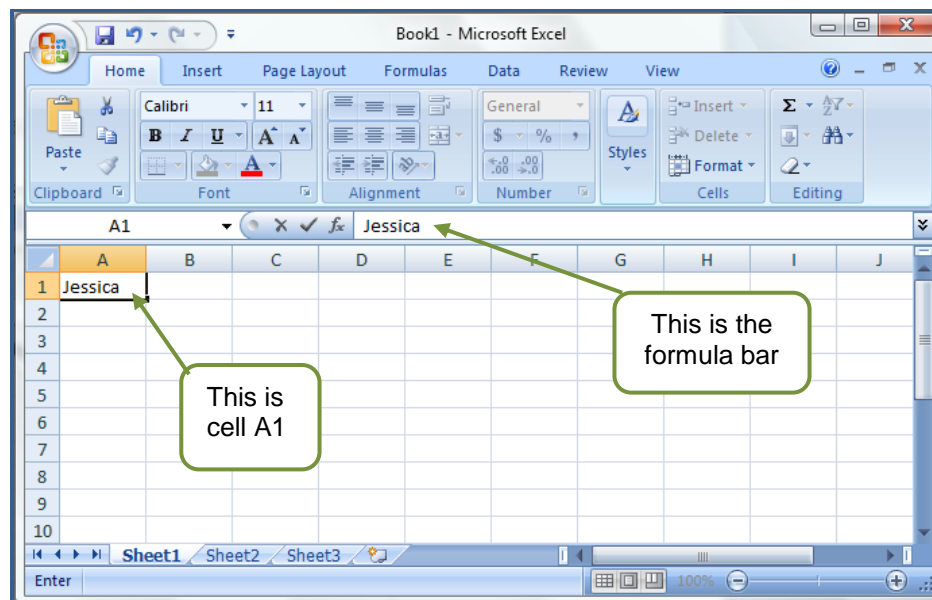
# MICROSOFT EXCEL: EXERCISE 1

## Entering Information

### In this exercise:

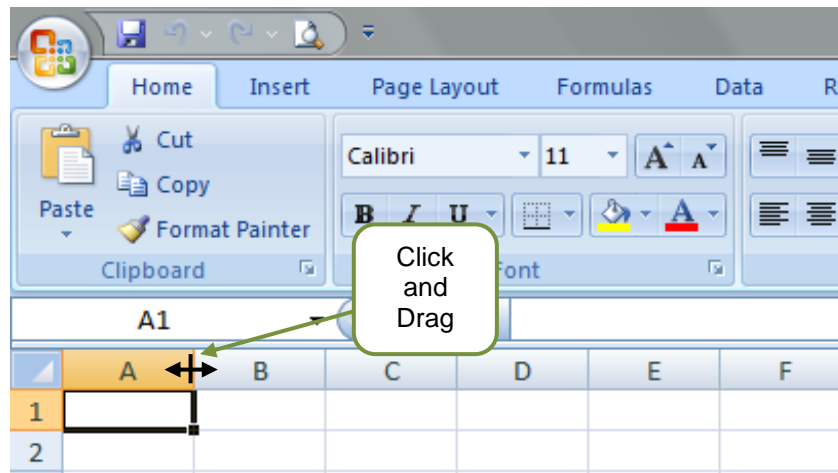
- Understanding rows and columns
- Typing and editing text in a cell
- Formatting text in a cell
- Using the series fill handle

1. **Click** in the first cell. This is called **cell A1** (because it is in row 1 and column A)
2. **Type** your first name. **See** how your name shows up in the cell and in the Formula bar.

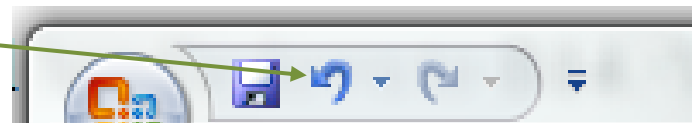


3. **Press** the **ENTER** key. This will move the cursor down a row to cell A2.
4. **Click** on cell **A1** again to select it.
5. **Click** in the formula bar. **Click** after your first name. Now, **Enter** a space and **Type** your last name. You should always make changes in the formula bar. If you try to make changes in the cell you will type over what is already there.
6. **Press** the **ENTER** key. Now you are in cell **A2** again.
7. **Type** the words “**Happy Birthday**” in cell A2. **See** that the words may not fit in the box. Don’t worry about it. **See** that the text is also in the Formula bar.
8. **Press** the **ENTER** key. The cursor will move to the cell below it. What is the name of that cell?  
 \_\_\_\_\_. Some of the text might be hidden, but it is not gone.

9. **Click** in cell **A2** again, your text will return. Check the formula bar to be sure.
10. Now, **click** in cell **B2**.
11. **Type** the words “**dear Andrew**”. **Press** the **ENTER** key.
12. **Click** in cell **B2**. **Click** in the **formula bar** and change *Andrew* to “**Andrea**”.
13. **Move the cursor** to the line between columns A and B. It should look like this:



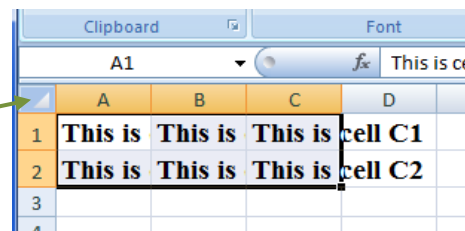
14. **Click and drag** to make the column bigger.
15. **Repeat** this between columns B and C. You can resize rows the same way.
16. **Click** on the **Undo** button.



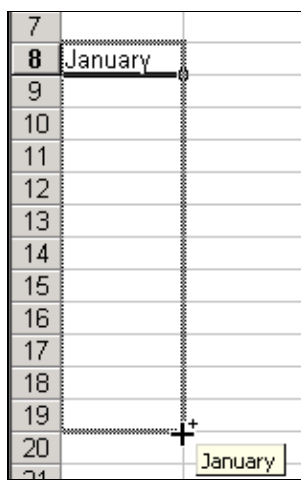
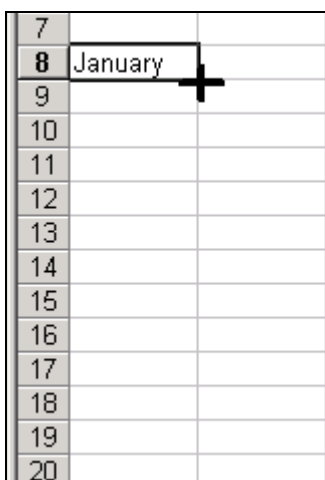
**Quick Access Toolbar**

17. **Place the cursor** between columns A and B. Now, **Double-click**, and the column will be as wide as the longest number or text in that column.
18. **Resize** column B the same way by clicking between columns B and C.
19. **Click and Drag** across the cells to select them. **Select** all the cells with text.
20. When the cells are selected, **Press** the **DELETE** key. Everything should be erased.
21. **Click** in cell **A1** and **Type** “**This is cell A1**”.
22. Use the **TAB** key to **move** to cell **B1** and **Type** “**This is cell B1**”
23. **Move** into cell **C1** and **Type** “**This is cell C1**”.
24. Using your arrow keys, **move** into cell **A2** and **Type** “**This is cell A2**”. **Move** into cell **B2** and **Type** “**This is cell B2**”, **move** into cell **C2** and **Type** “**This is cell C2**”.
25. **Select** all of the text and change the font to **Times New Roman 14 pt**. **Note:** to use these tools you must be on the *Home tab* of the *Ribbon* in the *Font toolbox*.

26. **Bold** the text. This tool is also found in the **Font** toolbox.



27. **Click** on the **corner** button to select the entire worksheet.
28. **Double-click** between the column labels to resize all the columns at the same time.
29. In cell A8, **Type “January”**. **Look** for a little black square in the lower right corner of the cell. This is called the **fill handle**. Carefully move your cursor over the fill handle. Your cursor should change from the select mode (white cross) to a small black cross (autofill cursor).



30. **Click** on the fill handle and **drag** it down to A19. You will see the 12 months of the year in column A.
31. **Click** in cell B8 and **Type** the word “**Monday**”.
32. **Drag** the black box called the fill handle down to B14. You will see the seven days of the week in column B.
33. **Click** in cell C8 and **Type** the date “**10/10/10**”. Use the fill handle to add the dates that come after it.
34. **Select** the entire document one more time. See step 27 for assistance if you need it.
35. **Double-click** between columns A and B to adjust the column widths for all of the columns.
36. **Save** this file to your named folder. Name it: **Firstname Excel 1**.  
**Ask your teacher** if you need help.

This work was created by Neighborhood House.

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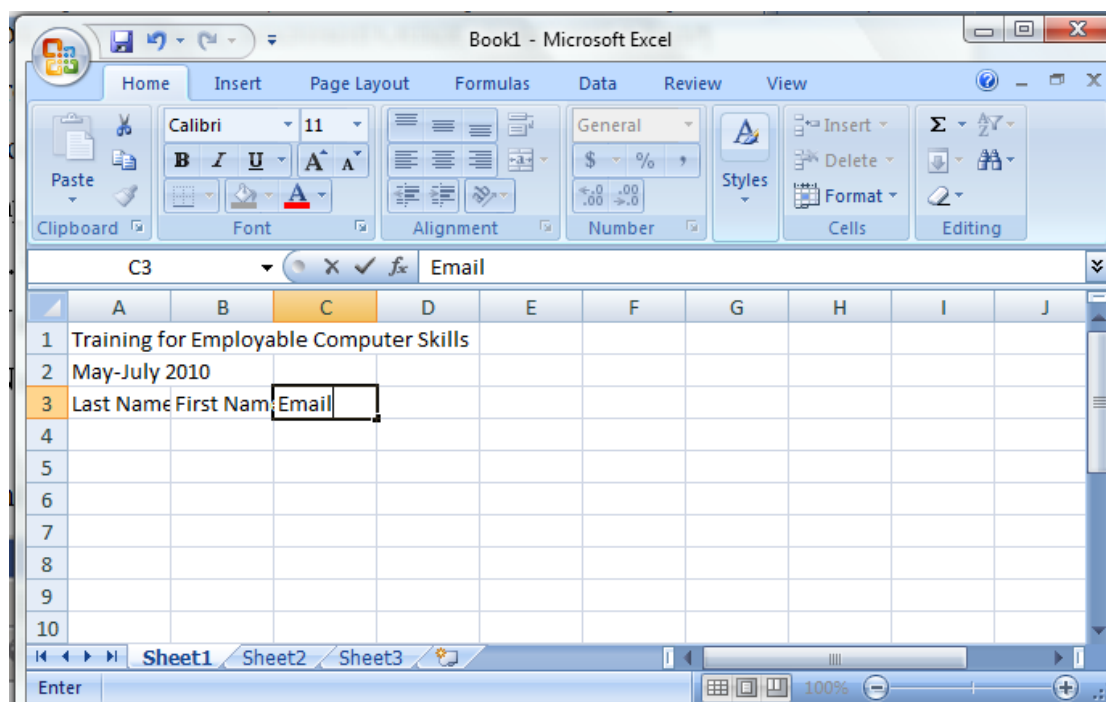
## MICROSOFT EXCEL: EXERCISE 2

### Making Lists

In this exercise:

- **Moving from one cell to another**
- **Entering information in cells**
- **Removing a hyperlink**
- **Center and merge**
- **Sort ascending**
- **Deleting a row or column**

1. **Open** a new Excel workbook by doing one of the following:
  - a. Click the Start button, Click on All Programs, Microsoft Office, Microsoft Excel
  - b. Click the Start button, if Microsoft Excel is in the first list, click on it.
  - c. Click the Microsoft Excel Shortcut on the Desktop.
2. In cell A1 **Type** “**Training for Employable Computer Skills**”. **Press** the **ENTER** key.
3. In cell A2 **Type** “**May-July 2010**”. **Press** the **ENTER** key.
4. In cell A3 **Type** the words “**Last Name**”. **Press** the **TAB** key to move to the next cell.
5. In cell B3 **Type** the words “**First Name**”. **Press** the **TAB** key to move to the next cell.
6. In cell C3 **Type** the word “**Email**”.
7. **Check your work.** Your document should look like the example below.

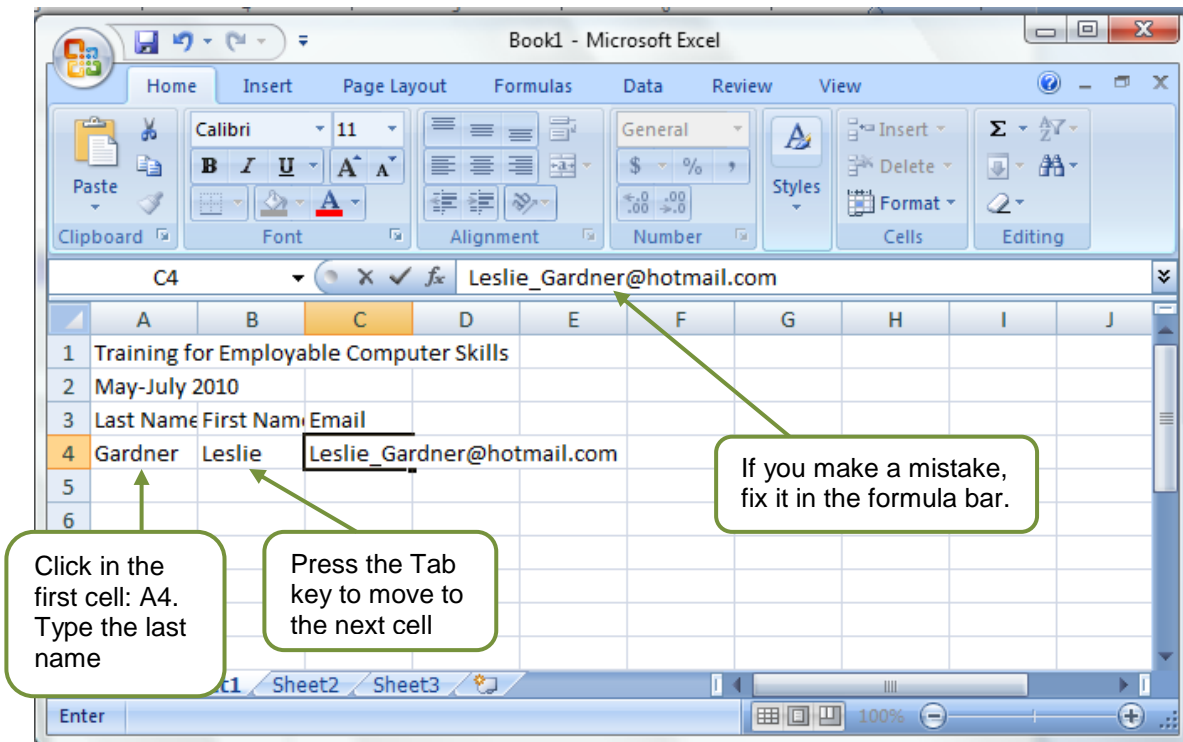


8. Now imagine that you have been asked to make a list of student email addresses for another computer class. **Type** the names below into the cells on your screen. Don't worry if some of what you have typed is hidden. You will fix it later. If you need to edit, make changes in the formula bar.

- To make @ (called the AT sign) press Shift and the 2-key
- To make \_ (called the UNDERSCORE) press Shift and the – (subtraction) key

9. **Practice the first one:**

Last Name	First Name	Email
Gardner	Leslie	leslie__gardner@hotmail.com

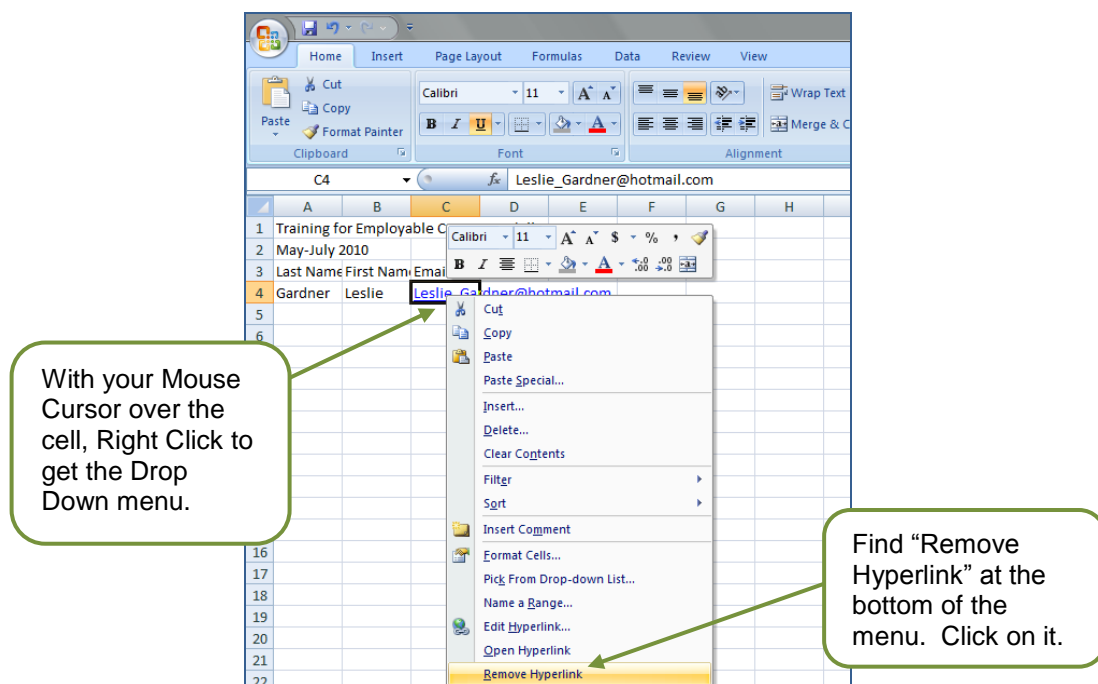


10. Now **Type** the names below in your spreadsheet. Do not repeat the **Header Row**.

Last Name	First Name	Email
Kebber	Rachelle	rachellek@yahoo.com
Hussein	Rahima	Rahimahussein1@hotmail.com
Hussein	Abduljabar	abduljabar8@hotmail.com
Ali	Fakiha	Fakihaali3@hotmail.com
Moua	Xiong	Moua_Xiong@hotmail.com
Teferi	Tsige	ts_teferi@hotmail.com
Gomez	Mario	gomezm_2002@hotmail.com
Belew	Mulugeta	mulugetahbelew@hotmail.com

Last Name	First Name	Email
Brown	John	Browner5@yahoo.com
Mohamed	Abdullahi	mabenzi_299@hotmail.com
Kifleyesus	Selamawit	Skifleyesus1863@hotmail.com
Asfaw	Tsehay	tsehayasfaw@hotmail.com

11. **See** that some of the email addresses are blue and underlined. That means that it is a hyperlink. If you click on it you will open an email program. Microsoft Excel has automatically created this hyperlink. We do not want hyperlinks in our list; it causes trouble if we accidentally click on it, because Microsoft will try and connect it to an email account. **Follow the directions in the illustration boxes** to get rid of the hyperlink.



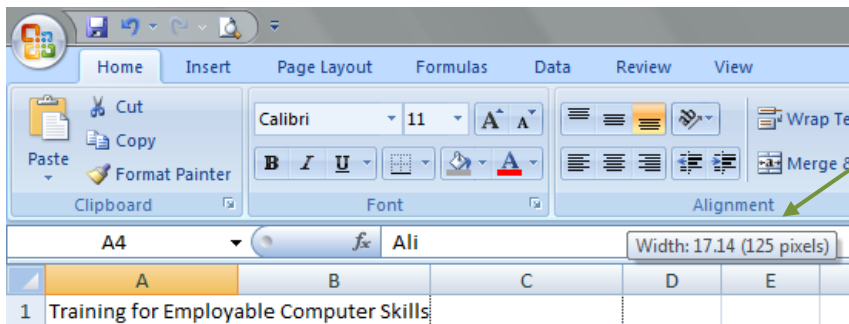
12. Now **Repeat** the last step to remove all of the hyperlinks.
13. **Check your work.** Make sure that you have spelled EVERYTHING correctly. An email address will not work correctly if there is a mistake in it. There should be no spaces in the email addresses.
14. **Save** this file in your named folder as: **firstname List.**
15. **Click** in cell **A1** and **make** the text **Bold.**
16. **Change** the **font size** in cell **A1** to **20 pt.**
17. **Highlight** cells **A1-G1.** **Place the cursor** in the middle of cell **A1.** **Click and Drag** over to **G1.**

18. Click on the **center and merge** button located in your toolbar. **Merge and Center** changes many cells into one cell.



Excel will also center the text in the middle of this merged cell.

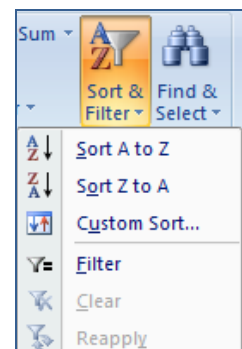
19. Change the font size in cell A2 to 14 pt and Make it Bold.
20. Highlight cells A2 to G2 and Click on the **center and merge** button.
21. Double click on the line between the labels for Column A and B. Excel will automatically re-size the column to fit the text.
22. Repeat the same thing between column B and C, and C and D
23. To make the column size even bigger, Click and Drag each border to the right until it says 125 pixels above the cursor.



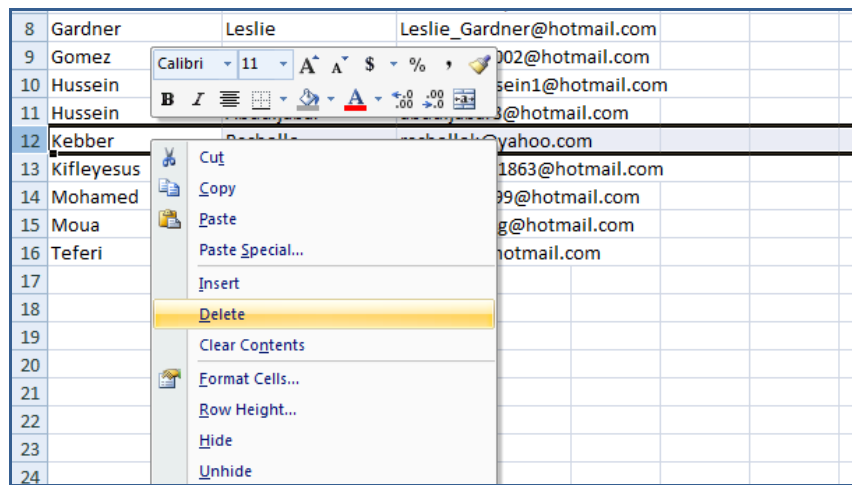
24. Bold the titles in cell A3, B3, and C3. Use the Tab key to move from cell to cell.
25. Highlight a block of cells starting at cell A4 and dragging over and down to cell D17.
26. On the **Home Tab** in the *Editing Toolbox/Group*, Click on the **Sort & Filter** button. Then Click on "Sort A to Z"



See how the names are in order from A to Z now.



27. Rachelle Kebber is no longer in the class. To Delete her name Click on the **row number** on the left of the screen. When you click on it, it will highlight the whole row.



28. Now, **Right-click** on this row. A menu will appear. **Click** on **DELETE**. Excel will delete row you selected and move the other rows up.
29. One last thing, **at the bottom** of the list **Type** in **your information**.
30. On the *Quick Access Toolbar*, **Click** the drop down arrow. **Click** on “**Print Preview**”. Then **Click** on the **Print Preview** button. (It may already be on your toolbar. If it is, just do the last step.)
31. **Check your work**. See how it will look if it is printed. **Exit Print Preview** to correct any mistakes.
32. When you have corrected the mistakes, **Print** the document.
33. **Show** it to the teacher.
34. **Save** your work. Remember it has already been named, so just **click** the **Save** button on the *Quick Access Toolbar* at the top of the screen.

This work was created by Neighborhood House.

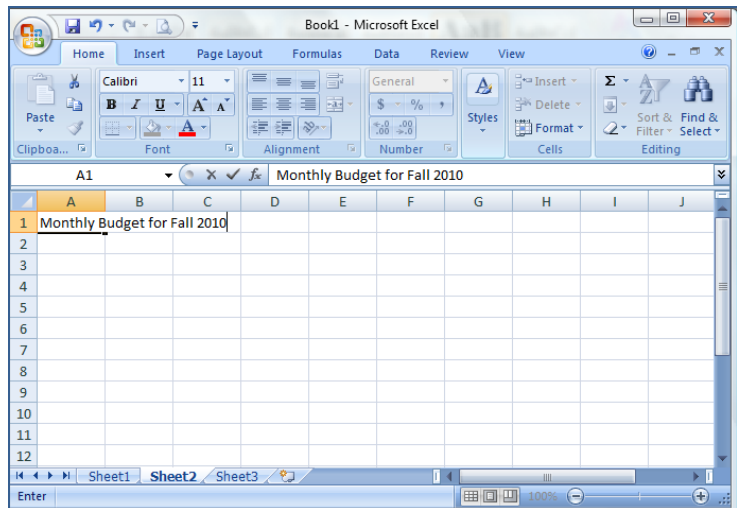
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# MICROSOFT EXCEL: EXERCISE 3

## Budgets 1

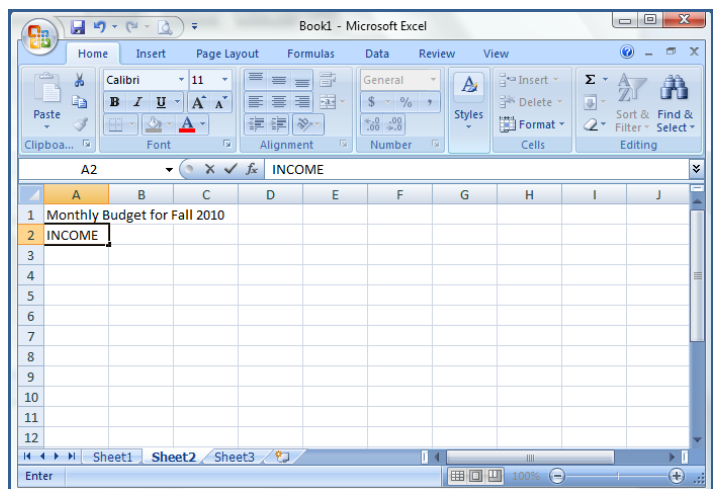
1. **Open** Microsoft Excel. The “Box” cursor should already be in cell A1. If not, *Click* in cell A1.
2. **Type** the words “**Monthly Budget for Fall 2010**”.



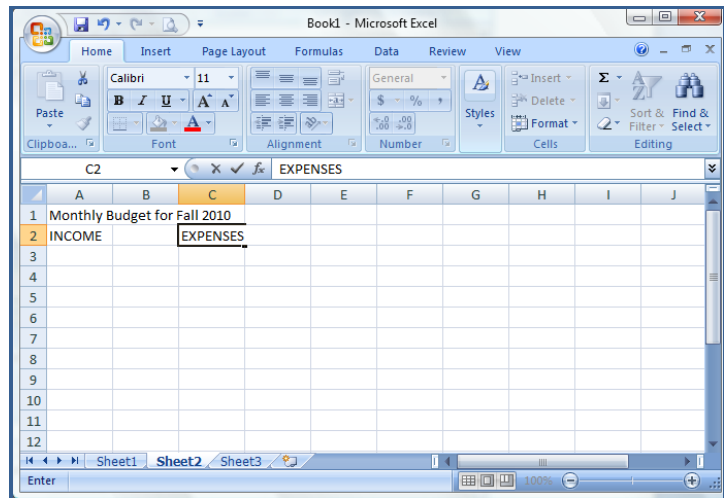
3. **Press** the down arrow key.



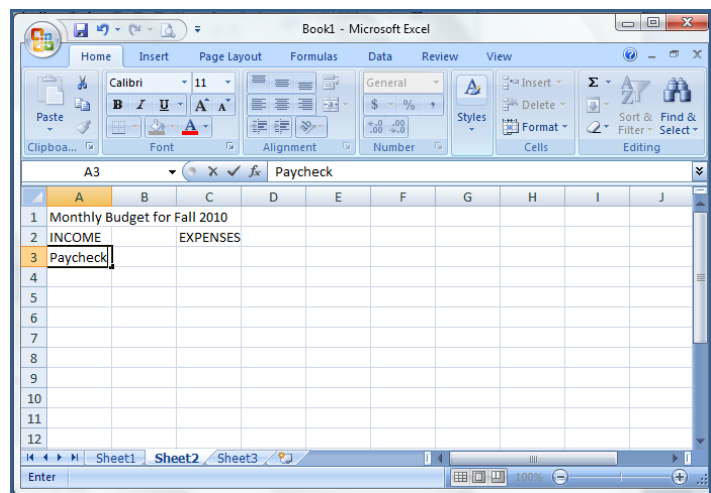
4. **Type** the word “**INCOME**”. Use all capital/uppercase letters. You can either **Hold** down the **Shift** key as you type, or **Use** the **Caps Lock** key.



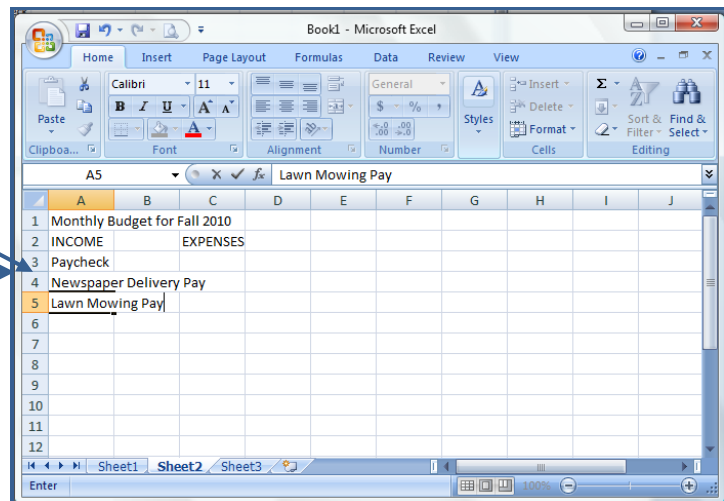
5. **Click** in cell **C2**  
Or **Press** the **Tab** key **twice**.
6. **Type** the word **“EXPENSES”**. Use all capital/uppercase letters.



7. **Click** in cell **A3**  
or **Press** the **Enter** key.
8. **Make** sure that **“Caps Lock”** is **Off**. **Type** the word **“Paycheck”**.

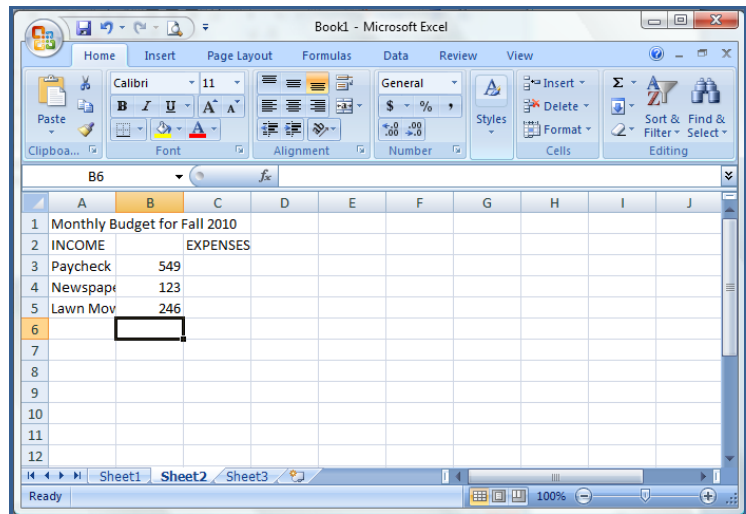


9. **Click** in cell **A4**.
10. **Type** the words **“Newspaper Delivery Pay”**.
11. **Click** in cell **A5** or **Press** the **Enter** key.
12. **Type** the words **“Lawn Mowing Pay”**.

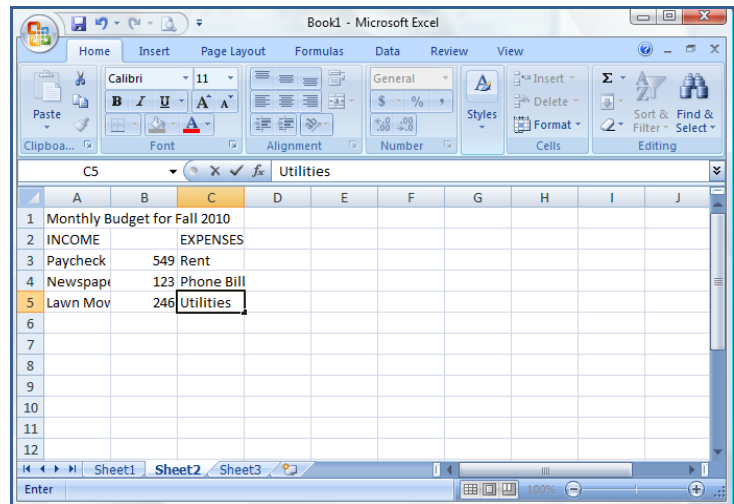


13. In cell **B3** Type the number “**549**”.
14. **Press the Enter** Key after each number.
15. In cell **B4** Type the number “**123**”.
16. In cell **B5** Type the number “**246**”.

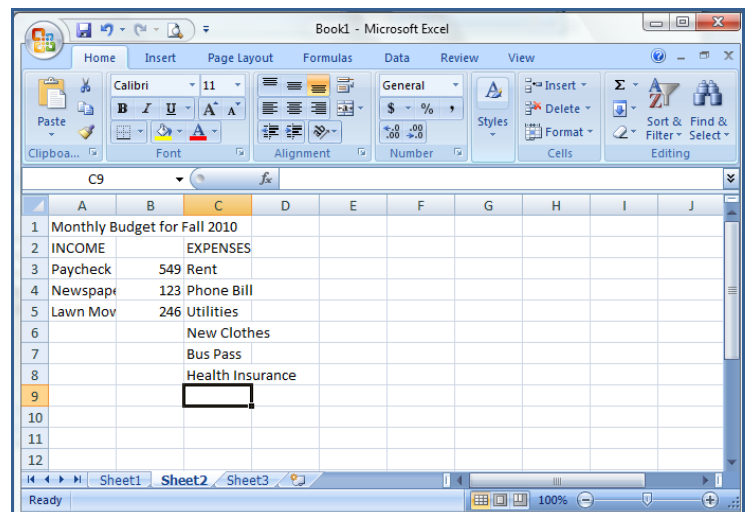
Remember just because of the words you have typed in the other cells seem to have disappeared they have not. We will fix this by doing some *formatting* later.



17. In cell **C3** Type the word “**Rent**”.
18. **Press the Enter** key.
19. In cell **C4** Type the words “**Phone Bill.**”.
20. **Press the Enter** key.
21. In cell **C5** Type the word “**Utilities.**”.

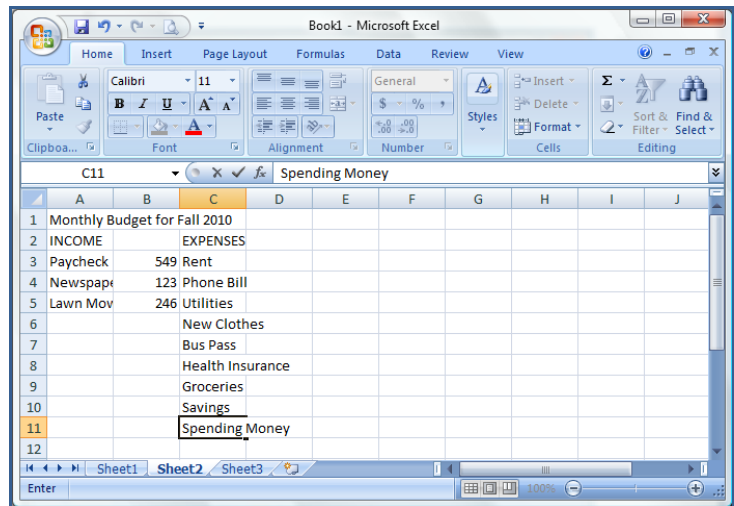


22. **Press the Enter** key.
23. In cell **C6** Type the words “**New Clothes**”.
24. **Press the Enter** key.
25. In cell **C7** Type the words “**Bus Pass**”. **Press the Enter** key.
26. In cell **C8** Type the words “**Health Insurance**”. **Press Enter.**



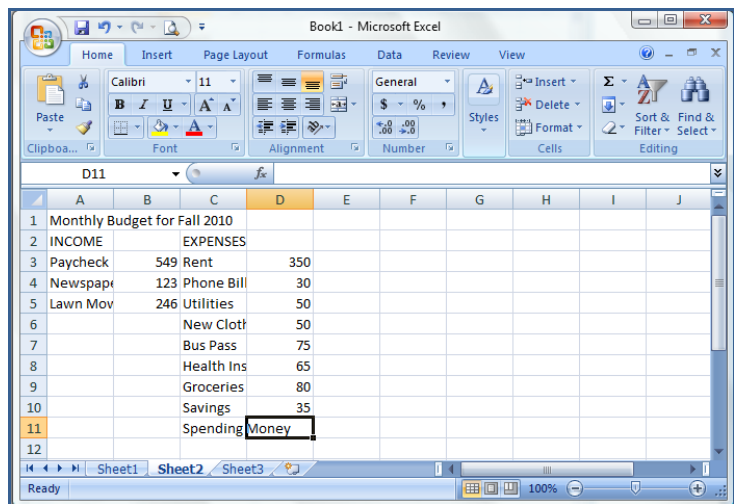
27. **Fill** the following cells with the correct information.

1. C9 Groceries
2. C10 Savings
3. C11 Spending Money



28. **Type** the following numbers in the correct cell.

1. D3 350
2. D4 30
3. D5 50
4. D6 50
5. D7 75
6. D8 65
7. D9 80
8. D10 35



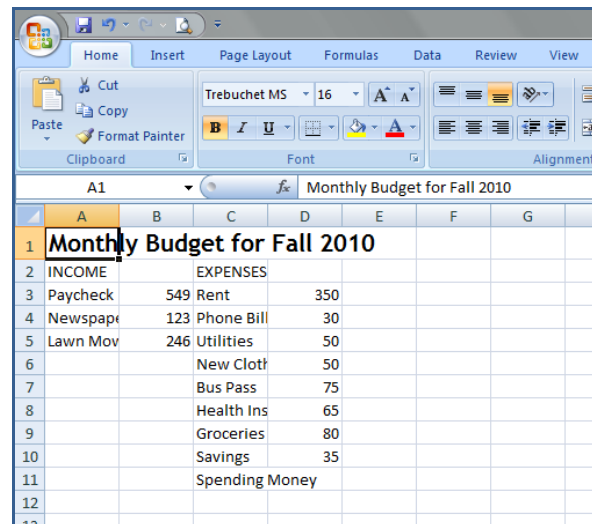
29. Now let's do the formatting we talked about earlier.

**Click** in cell A1.

30. On the **Home Tab**, in the **Font Toolbox/Group** **Change** the **font name** to something you like. It has to be upper and lower case letters and it cannot be bold.

31. **Change** the **font size** to **16 pt.**

32. **Bold** the **Text**.

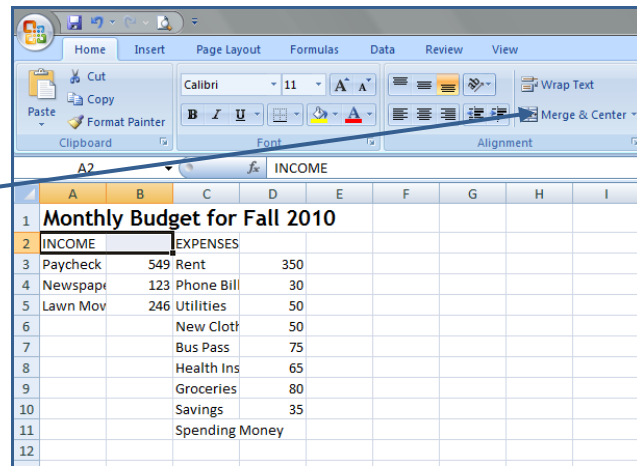


33. Just like a Word table, **Highlight** cells **A2** and **B2** by *Clicking* on A2 and *Dragging* to B2.

34. In the *Alignment* toolbox/group **Click** on the **Merge & Center** button. The two cells become one and are centered in the new space.

35. **Highlight** cells **C2** to **D2**.

36. **Click** the **Merge & Center** button.

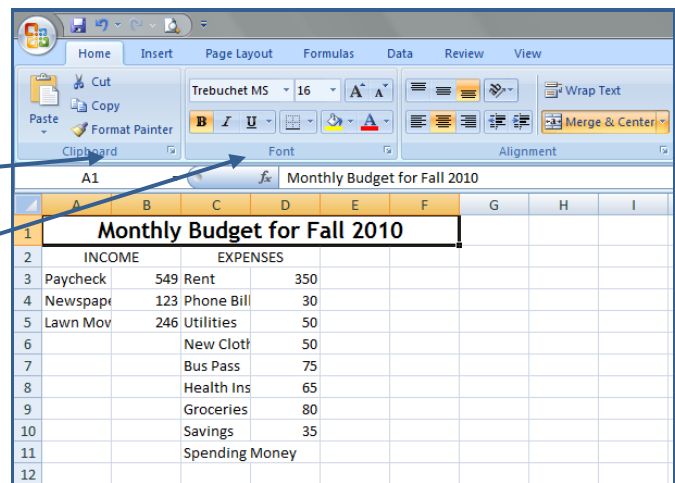


37. **Highlight** cells **A1** to **F1**.

38. **Click** on the **Merge & Center** button.

39. **Double-click** between columns **A** and **B**.

40. **Double-click** between columns **C** and **D**.

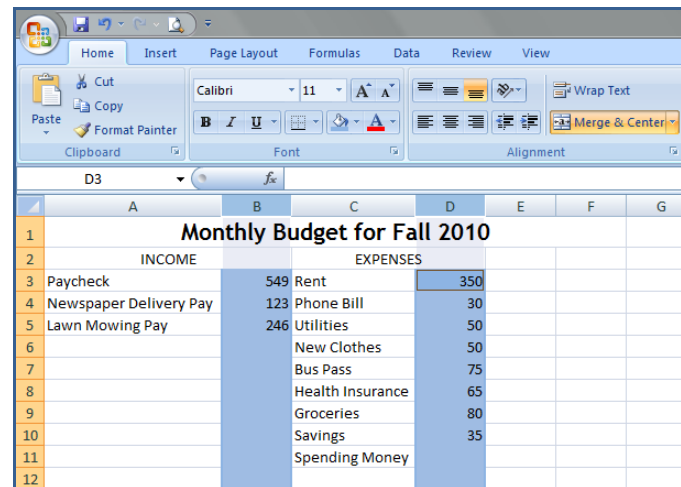


41. **Click** on the **"B"** at the **top** of the column.

42. **Hold** down the **Ctrl** key.

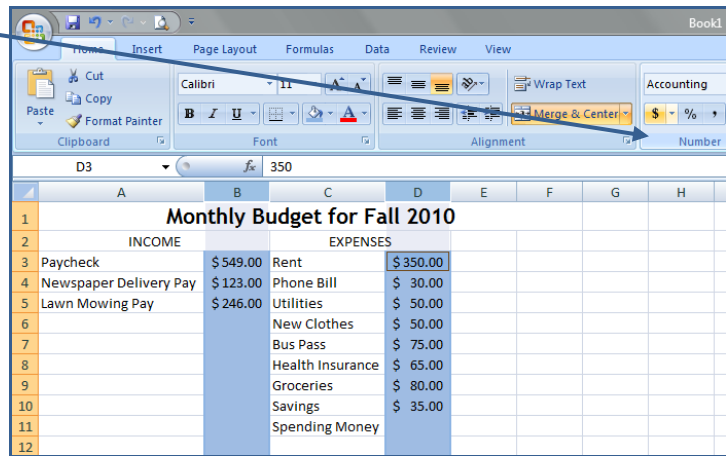
43. **Click** on the **"D"** at the **top** of the column.

Both columns are now selected.



44. **Look** at the *Number* toolbox/group. This is where we can change our numbers to fit our needs. **Click** the **Currency** button. It is the one that looks like a “Dollar Sign”.

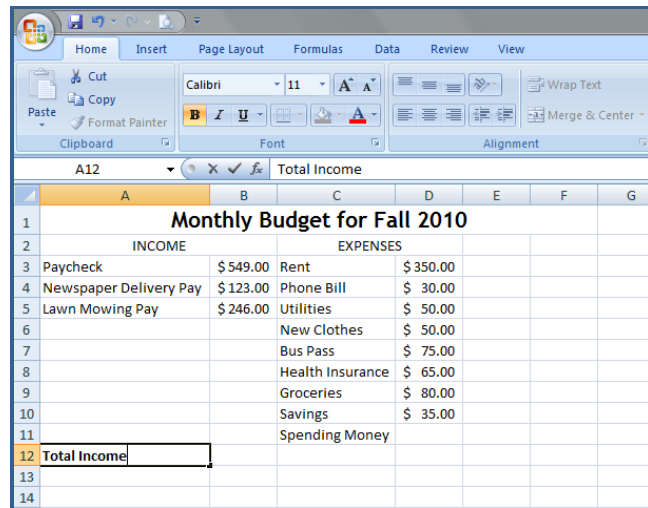
Excel has added dollar signs and decimal points to our numbers.



45. Now it's time to add totals to our budget. And we want the Income and the Expenses to be next to one another, so **Click** in cell **A12**.

46. We also want our totals to stand out. In the *Font* toolbox/group **Click** on the **Bold** button.

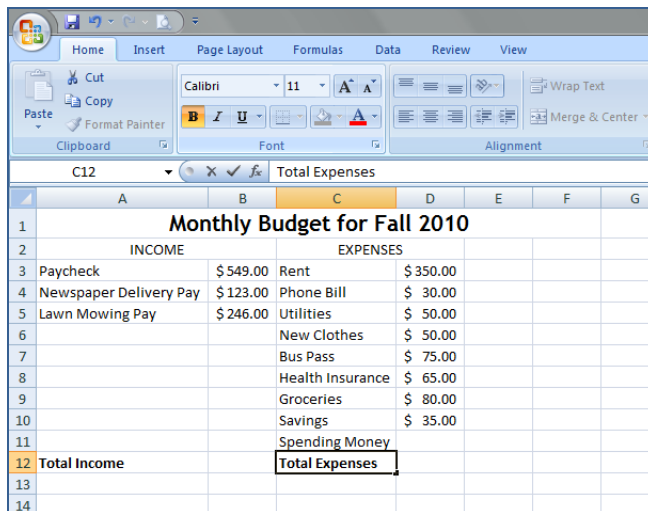
47. **Type** the words “**Total Income.**” Your text will appear in *Bold* type.



48. **Click** in *or tab* to cell **C12**.

49. **Click** the **Bold** button.

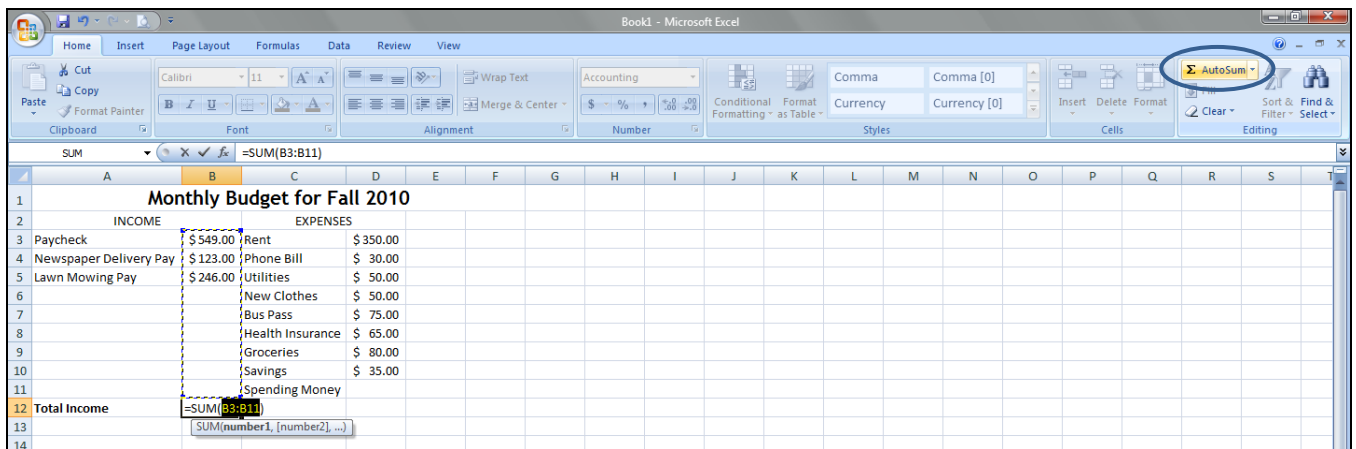
50. **Type** the words “**Total Expenses**”.



51. Next we will total our columns. First, **Click** in cell **B12**.

52. In the *Editing* toolbox/group **Find** the **AutoSum** button and **Click** on it.

Excel will highlight an area that it thinks you want to add and automatically enter the formula in the cell.



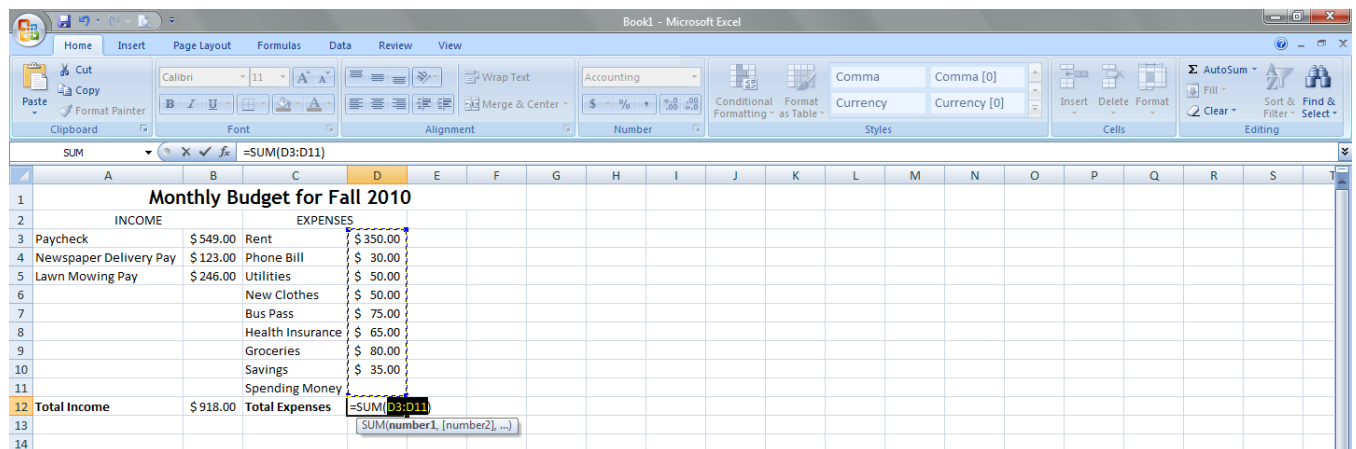
53. Look at the formula for **Total Income**. Copy it in the box.

54. Press the **Enter** key to See the **Total**. The formula is hidden in the computer's memory and just shows you the result.



55. Now let's do the same thing for "**Total Expenses**". Click in cell **D12**.

56. In the *Editing toolbox/group* Click on the **AutoSum** button. Make sure Excel has highlighted all the cells that should be included in the expenses.



57. What is the formula for **Total Expenses**? Copy it in the box.

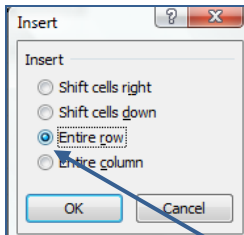
58. Press the **Enter** key.



59. You suddenly remember that you forgot an expense. You want to add it to your list *before* “Savings”. **Right click** on cell **D10**. This action will automatically give you a drop down menu.

60. **Click on Insert.**

61. Excel will show you a little *Dialog Box*.



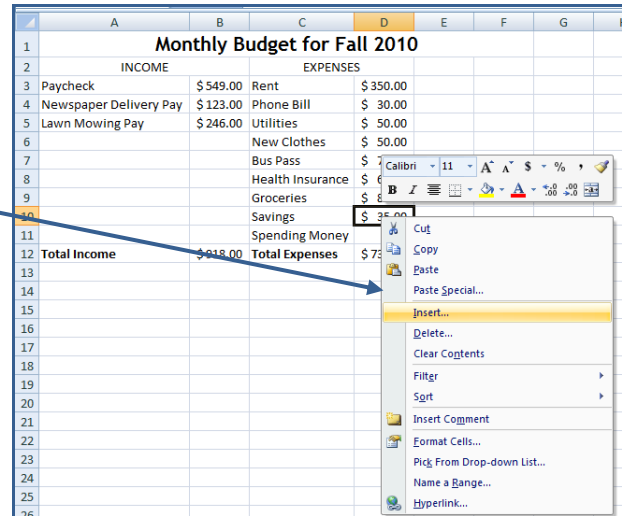
We want to add an entire row not just a cell, so **Click** on the **dot before** “Entire row”.

62. **Click the OK button.**

Now there is an new blank row above “Savings”.

63. **Click in cell C10, and Type** the words “**Child Care**”.

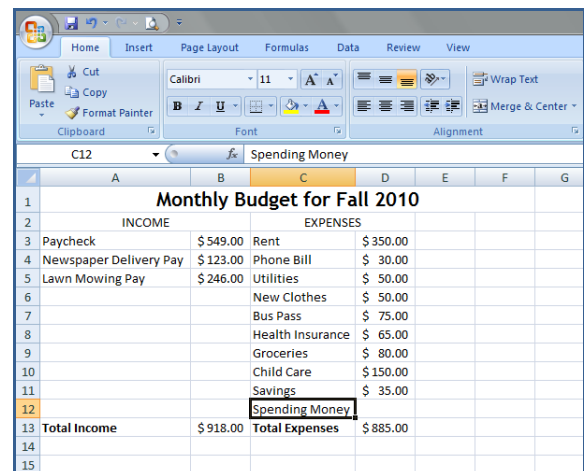
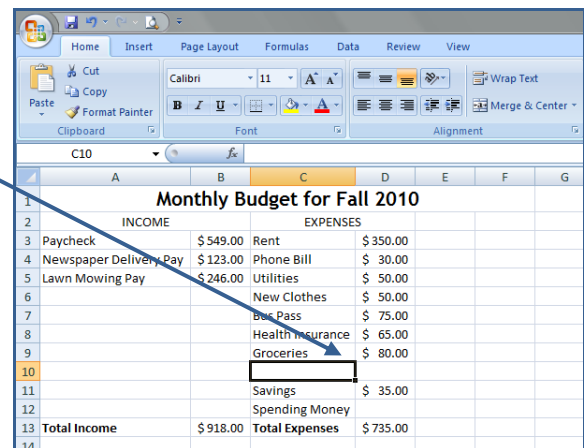
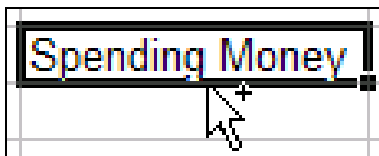
64. **Tab** to cell **D10**, **Enter** the number “**150**”, and **Press** the **Enter** key. **Notice** that Excel automatically changes it to dollars and cents.



65. Let’s **Look** at where “Spending Money” is located. Spending Money is calculated only after all “Expenses” are covered. It is not an expense. So let’s move it.

**Click** on “Spending Money”/cell **C12**.

66. **Move** the mouse cursor along the bottom edge of the cell until it looks like a white arrow.





67. **Click and Drag** the cell to **C15**.
68. **Tab** to cell **D15**.
69. We now need to add a formula to calculate how much spending there will be after all the expenses are paid. **Type** the following formula exactly:

**=(B13-D13)**

As you type the formula **Notice** that Excel *colors the cells* that you are using. It is one way to make sure that you are typing the correct cell location into the formula.

	A	B	C	D	E	F	G
1	<b>Monthly Budget for Fall 2010</b>						
2	INCOME			EXPENSES			
3	Paycheck	\$ 549.00	Rent	\$ 350.00			
4	Newspaper Delivery Pay	\$ 123.00	Phone Bill	\$ 30.00			
5	Lawn Mowing Pay	\$ 246.00	Utilities	\$ 50.00			
6			New Clothes	\$ 50.00			
7			Bus Pass	\$ 75.00			
8			Health Insurance	\$ 65.00			
9			Groceries	\$ 80.00			
10			Child Care	\$ 150.00			
11			Savings	\$ 35.00			
12							
13	<b>Total Income</b>	<b>\$ 918.00</b>	<b>Total Expenses</b>	<b>\$ 885.00</b>			
14							
15			Spending Money	<b>=(B13-D13)</b>			
16							

70. **Press** the **Enter** key to see how much money you have left to spend.
71. **Save** this workbook to your named folder as **Firstname Budget1**

	A	B	C	D	E	F	G
1	<b>Monthly Budget for Fall 2010</b>						
2	INCOME			EXPENSES			
3	Paycheck	\$ 549.00	Rent	\$ 350.00			
4	Newspaper Delivery Pay	\$ 123.00	Phone Bill	\$ 30.00			
5	Lawn Mowing Pay	\$ 246.00	Utilities	\$ 50.00			
6			New Clothes	\$ 50.00			
7			Bus Pass	\$ 75.00			
8			Health Insurance	\$ 65.00			
9			Groceries	\$ 80.00			
10			Child Care	\$ 150.00			
11			Savings	\$ 35.00			
12							
13	<b>Total Income</b>	<b>\$ 918.00</b>	<b>Total Expenses</b>	<b>\$ 885.00</b>			
14							
15			Spending Money	<b>\$ 33.00</b>			
16							

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## MICROSOFT EXCEL: EXERCISE 5

### Making Charts 1

**In this exercise:**

- Using AutoSum
- Using the fill handle to copy formulas
- Using AutoFormat
- Using the Chart Wizard to create a pie and bar graph

#### **Building a Spreadsheet.**

This is a case study exercise. In a case study you imagine that you are doing work for an actual job. **Read** the information in the box below.

#### **Case Study**

While traveling in Mexico, Sarah Voyage and three of her friends came up with the idea of starting a worldwide travel agency for college students. After graduation, they invested \$3,000 each and started their dream company, Spring Break Travels, Inc. Thanks to their good business skills and the popularity of personal computers and the World Wide Web, the company has become the number one for college Spring Break trips.

As sales continue to grow, the management at Spring Break Travels, Inc. has realized they need a better tracking system for first quarter sales. As a result, they have asked you to prepare a first quarter sales worksheet that shows the sales for the first quarter.


In addition, Sarah has asked you to create 2 graphs showing the first quarter sales (a pie graph showing the most effective sales method and a bar graph showing the most popular vacation packages) since she does not like only lists of numbers.

1. **Click** on cell A1
2. **Type** *Spring Break Travels 1<sup>st</sup> Qtr Sales* in cell A1. This is the title of your spreadsheet.
3. **Click** on cell B2
4. **Type** *Mail*
5. **Press** the **right arrow** key to move to cell C2

6. **Type** *Campus* in C2, *Telephone* in D2, *Web* in E2, and *Total* in F2. These are all the ways that the company advertises.
7. **Click** on cell A3 and **Type** *Bahamas Beach Party*. **Press** the ↓ key.
8. **Type** *Florida Vacation* in cell A4, *St. Thomas Escape* in cell A5, *South Padre Paradise* in cell A6 and *Total* in cell A7.
9. **Type** these numbers in the correct cells:

	Mail	Campus	Telephone	Web
Bahamas Beach	52978.23	38781.35	37213.45	29998.65
Florida Vacation	28234.5	48401.53	27034.56	42911.16
St. Thomas Escape	62567.25	72516.12	24354.86	77019.32
South Padre Paradise	28567.15	69777.64	49976.6	32019.45

10. **Click** on cell B7, and then **Click** on the **AutoSum** button on the **Home Tab** in the *Editing group*.

It looks like this: 

Column B will be surrounded by a moving border called a marquee. The formula =SUM(B3:B6) will appear in cell B7.

mail	campus
52978.23	
28234.5	
62567.3	
28567.2	
=SUM(B3:B6)	

11. **Click** the **AutoSum** button again. A total will appear. The computer has added together all the numbers in cells B3, B4, B5, B6.
12. **Click** in cell B7, **Place the cursor** over the fill handle (the tiny black square at the bottom right of the selected cell) and **drag** the cursor to cell E7.

mail	campus	telephone	web	total
52978.23	38781.35	37213.45	29998.65	
28234.5	48401.53	27034.56	42911.16	
62567.25	72516.12	24354.86	77019.32	
28567.15	69777.64	49976.6	32019.45	
172347.13	229476.6	138579.47	181948.6	

13. **Take** your finger **off** the mouse button. Excel has automatically added together each one of the columns. You can see how much money was made through each type of advertising (mail, campus, web etc.)

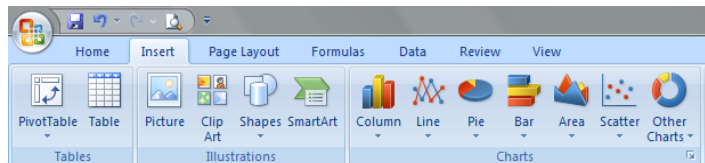
14. **Click** on cell F3. **Highlight** the column down to F7 (do not use the fill handle).
15. **Click** on the **AutoSum** button. Now you have added up the total amount of money made at each vacation place.
16. **Click** in B5. **Type** the number 12.
17. **Press** the **ENTER** key. **See** that Excel automatically changes the total to the format we selected.
18. **Highlight B3 to F7**. In the Number toolbox, Click on the down arrow next to the word “General”.
19. On the drop down menu, **Click** on **Accounting**. **See** how Excel automatically formats your spreadsheet.
20. **Click** in cell A1 and **Highlight** until F1. **Press** the **center and merge** button. **Bold** the title and **Change** the font size to 16pt.
21. **Bold** the words *Mail*, *Campus*, *Telephone*, *Web* and also the names for the tours.
22. **Double-click** between the A and B at the top of the column.
23. **Highlight** the columns labeled “**B**” to “**F**”. While it is highlight, double-click between any of the highlighted columns. This will change the width of each column.
24. **Save** this workbook in your named folder as **Firstname Charts1**. Do not close.

## Creating a Graph

First you will make a pie graph that shows which way of marketing (advertising) makes the most money. A **pie chart** looks like this:



1. **Highlight** the total for each form of marketing (mail, campus, telephone, and web). These are in cells **B7 to E7**. Do not include F7.
2. **Click** the **Insert Tab**. **Take** a look at the toolboxes on that tab. We want to create a chart. **Study** the *Charts* toolbox. Look for a picture that is like the one above.

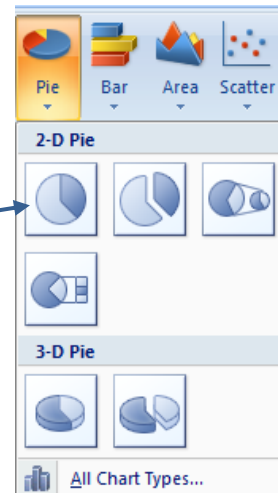


3. Click on the **Pie** button.

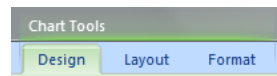
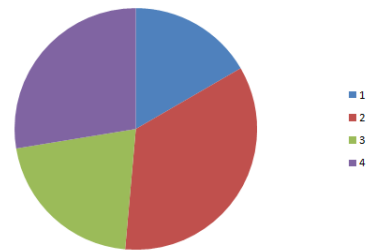
The drop down menu shows you different pie charts available in both 2-D and 3-D.

4. For your first chart, let's keep it simple. Click on the **first picture** for a 2-D pie.

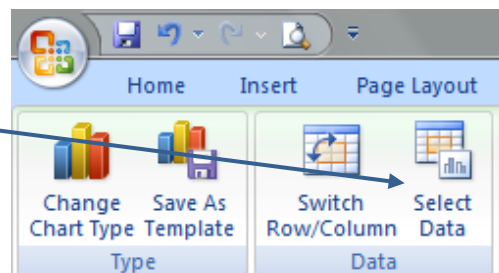
A pie chart will drop into your spreadsheet, and up above on the ribbon you now have some new menus to work with.



5. If you look at the chart, you will notice that the colors are labeled only as 1-4. It does not easily tell us which color means which type of marketing. Let's fix this.



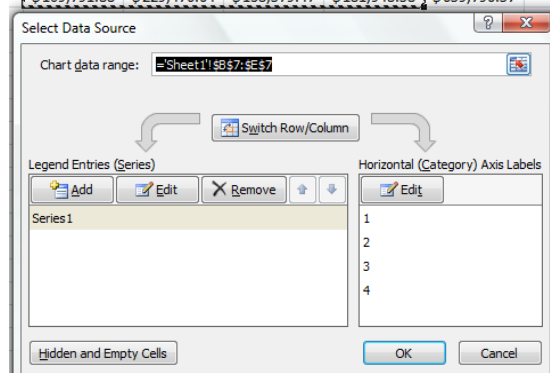
6. On our **Design Tab**. There is a toolbox called "Data". Click on the tool marked "Select Data".



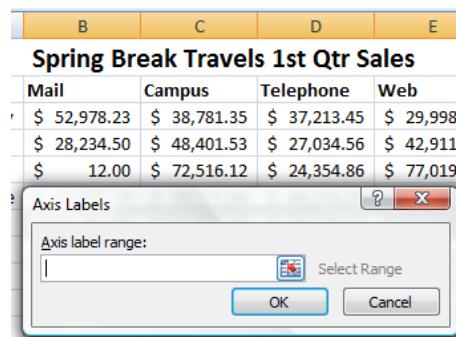
7. This action will open the **Select Data Source** dialog box. In the field labeled "Chart data range" should be the formula for the selection of the column you wanted to chart. You should see a **moving dotted line** around the numbers in your spreadsheet. The data range is correct.

	Mail	Campus	Telephone	Web	Total
y	\$ 52,978.23	\$ 38,781.35	\$ 37,213.45	\$ 29,998.65	\$158,971.68
	\$ 28,234.50	\$ 48,401.53	\$ 27,034.56	\$ 42,911.16	\$146,581.75
	\$ 12.00	\$ 72,516.12	\$ 24,354.86	\$ 77,019.32	\$173,902.30
e	\$ 28,567.15	\$ 69,777.64	\$ 49,976.60	\$ 32,019.45	\$180,340.84
	\$109,791.88	\$229,476.64	\$138,579.47	\$181,948.58	\$659,796.57

8. We need to add the "Category" labels. Under **Horizontal (Category) Axis Labels**, Click the **Edit** button.



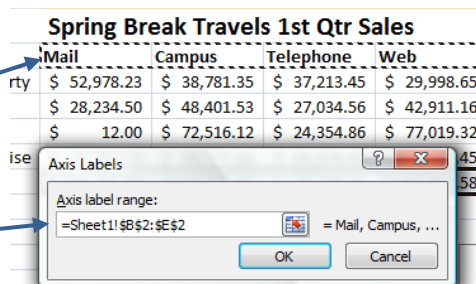
9. A new dialog box (Axis Labels) will appear. You may need to move it so that you can also access your spreadsheet data. To move the box, **Click** on the **area next to the words “Axis Labels”**. **Hold** down the **mouse** and **drag the box** so that it looks something like the picture here:



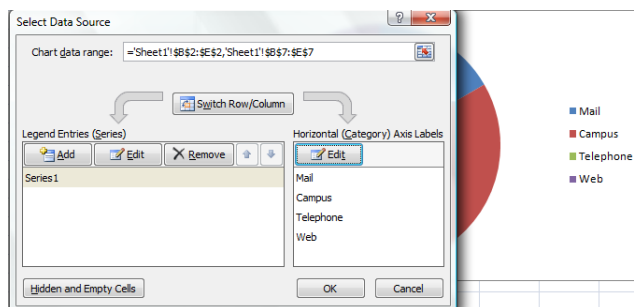
10. Your blinking cursor should remain in the Axis label range field.

**Highlight B2 to E2**, the titles of your columns.

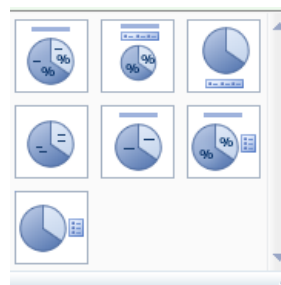
The formula for the data appears in the field.



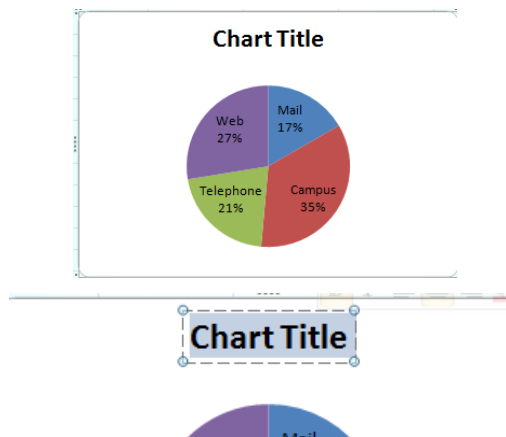
11. **Click** the **OK** button
12. The Select Data Source dialog box now has categories filled in. Notice that your chart should also have labels. Since it now looks correct, **Click** the **OK** button on the dialog box.



13. On the **Design** tab look at the third toolbox called *Chart Layouts*. **Click** on the **drop down arrow** in that toolbox to get a look at all the layouts for a pie chart.
14. **Click** on one or two boxes and **See** how your chart changes in appearance.

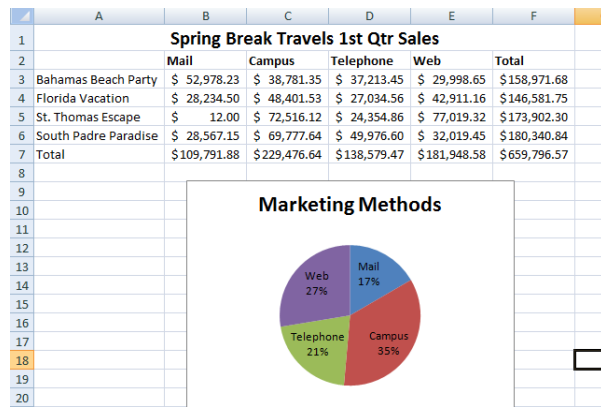


15. Finally **Click** on the **first choice** that is offered. Your chart should look like the illustration.
16. **Click** on **“Chart Title”** in your chart. This will open the text box so that you can replace the title.



17. **Highlight** the words **“Chart Title”**. Do not erase them.
18. Type the words **“Marketing Methods”**.

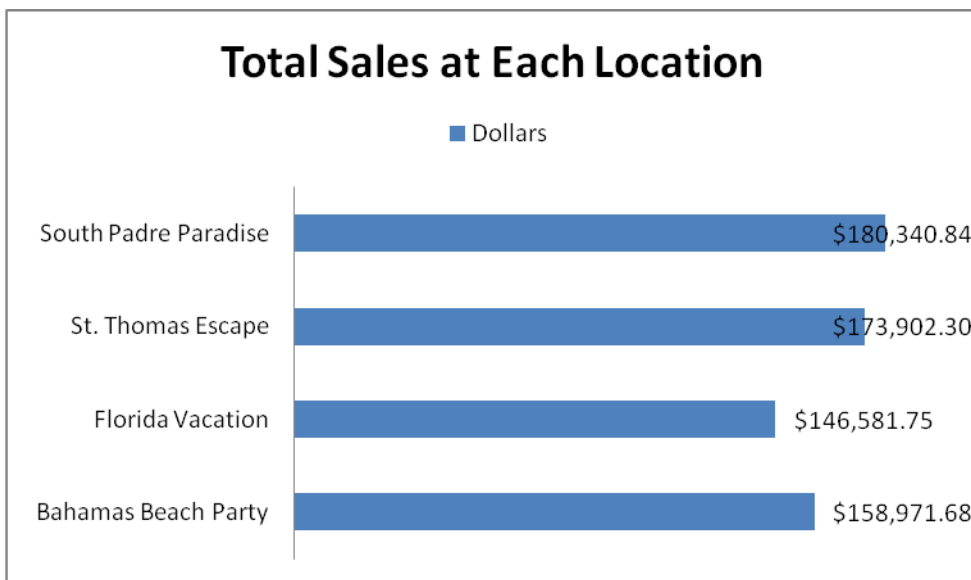
19. **Click** on the edge of the graph **and Drag** it under your data on the spreadsheet. We want to see both the data and the graph.
20. **Save** your work using the *Quick Access Toolbar*.



## Another Graph

Now we want to make a different kind of graph. This one will show the total amount of money made at each of the vacation places (Bahamas, Florida, etc.)

1. **Highlight** cells F3 to F6.
2. **Click** on the **Insert Tab**.
3. You are going to make a **bar graph** this time. It isn't very different from making a pie chart. Remember you are looking for a BAR graph, but use the steps for the Pie chart to help you. **Ask** for help if you need it.
4. **Save** your work using the **Quick Access Toolbar**.
5. Your bar graph should look something like this when you're finished.



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# MICROSOFT EXCEL: EXERCISE 6

*using Excel on Your Own*

## Budget 2

*This activity is a test to see how well you understand Microsoft Excel and the spreadsheet format.*



- I would like you to create a monthly budget for an imaginary person named Fred.
- This budget will need separate columns for expenses and income.
- You should show totals for the expenses and income.
- Also show what Fred will have left over by subtracting his total expenses from the total income. This is Fred's spending money.
- Finally make a bar graph that compares Fred's monthly expenses with his monthly income.
- Good Luck!

*Below is the information about how much money Fred earns each month and how much he spends.*

Fred earns \$123.00 a month delivering newspapers. He earns \$246.00 a month mowing lawns. He earns \$549.00 per month stocking shelves at a grocery store.

Fred spends \$350.00 a month on rent. He spends about \$30.00 a month on phone bills. He spends \$50.00 a month on utilities like heat and electricity. He needs to buy new shoes this month so that will cost an extra \$50.00. He spends about \$80.00 a month on groceries. And he tries to save at least \$35.00 a month in his savings account. He does not have to pay for gas or car repairs but he does spend about \$75.00 a month on the bus. He also pays for health insurance, which costs \$65.00 per month. Decide what a reasonable amount for Fred to spend on fun things like eating out, movies, and buying new stuff. You can make this one category in his budget.

**Save** this document in your named folder as **Firstname Budget2**

**HINT:** When it comes to creating the graph/chart for **Fred's Budget**, you will need to do the following steps:

1. Select the Total amount of Fred's Income—the dollar amount only.
2. Hold down the Ctrl (Control) key.
3. Select the Total amount of Fred's Expenses—the dollar amount only.
4. Then Click the Insert Tab and choose a simple bar graph/chart.

Use your previous exercises to help you complete the graph.

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# MICROSOFT EXCEL: EXERCISE 7

## Making Charts 2

In this exercise you will collect some information from other people in the class. You will use the information to make a table and graphs in Microsoft Excel.

- Ask every person in the classroom (including teachers):
  - What country were you born in?
  - What languages do you speak? (Some people may speak more than one language. Klingon does count as a language.)
- Write down the answers on a piece of paper.
- Open Microsoft Excel.



- Type the title of the spreadsheet in the first row.
- Type the countries in column A.
- Type the numbers of people born in those countries in column B.
- Type the languages in column D.
- Type the numbers of people who speak those languages in column E.
- Alphabetize the countries and languages.
- Format the table so that it looks nice and is easy to read.
- Make a pie chart of the countries people were born in.
- Make a bar graph of the languages people speak.
- Save in your named folder as **Firstname Charts2**
- Print your work. It should look similar though different than the sample in the right column.

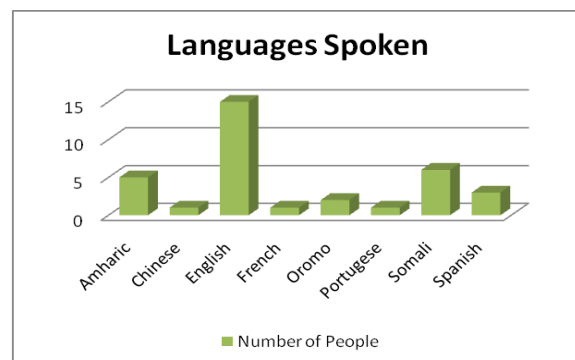
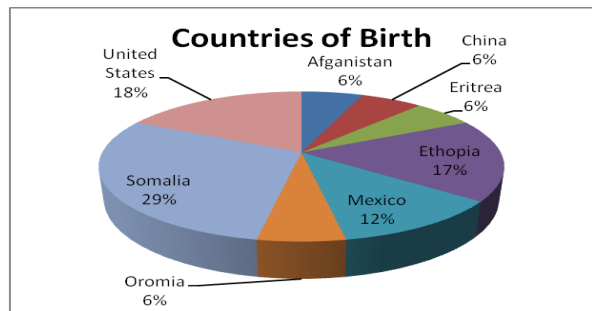
**Adult Computer Class: Country & Language Information**

**Countries of Birth**

Afghanistan	1
China	1
Eritrea	1
Ethiopia	3
Mexico	2
Oromo	1
Somalia	5
United States	3

**Languages Spoken**

Amharic	5
Chinese	1
English	15
French	1
Oromo	2
Portuguese	1
Somali	6
Spanish	3



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